

Minutes of the Criminal Justice Information Sharing Executive Committee Meeting
Thursday, April 12, 2007, 1:00 pm CDT
Bureau of Criminal Investigation–Administrative Conference Room
Bismarck, North Dakota 58503

Call to Order: The meeting was called to order by Jerry Kemmet

Executive Committee Members present: Charles Placek – DOCR, Pat Heinert – Burleigh County SO, Daryl Vance – Watford City PD, Nancy Walz – Information Technology, Sally Holewa – Supreme Court Department, Dave Kleppe, Highway Patrol, Russ Timmreck – State Radio, Wade Enget, Mountrail County SA, Jerry Kemmet – BCI, Paul Hendrickson – Griggs County SO

Members present: Pam Schafer

Members absent: Deborah Ness – Bismarck PD

Others present: Cher Thomas

Agenda

Topic: Approve March 08, 2007 Meeting Minutes

Discussion:

Motion to approve March 08, 2007, Meeting Minutes by Daryl Vance; Second by Dave Kleppe. Unanimous approval.

Topic: CJIS Committee Members

Discussion:

Introduced ND Sheriff's Association Replacement – Sheriff Pat Heinert

Topic: CJIS Staffing

Discussion:

Interviewing 2 candidates and will keep posted.

Topic: Review CJIS Program Status

Discussion:

Monthly status of the CJIS Hub, LERMS, and STARS statistics was presented by Pam Schafer.

Local Law Enforcement Integration Project:

The project is currently in the design phase. The project is on schedule with a project plan completion date of July 30, 2007. The project is currently in the design phase.

Protection Order Integration Project:

Staff from ITD, CJIS, the Supreme Court, and the Attorney General's Office is in the development stages of the protection order project. Jim Gienger is assigned the project management role. A scheduled implementation date of June 29, 2007 is expected.

Justware: The CJIS Executive Committee determined to go forward with CJIS billing of Justware as of May 1st. The fee is \$50.00 per user per month. With the discussion it came up that Wade Enget was being billing for CPU usage. Pam checked into this and found out it was for access for mainframe drivers license access into the CJIS Hub and reported this back to Wade.

CJIS Hub: Discussion on the search capabilities of the CJIS hub. The main search was built on the basis that the information in this search was based on fingerprint. The Lerms Database for the project will not index juvenile information. There will be a web link to provide remote service search of databases. These will allow more specific searches. With the discussion of the Local law Enforcement project and such, it was suggested to have a Demonstration for the CJIS Executive Committee at the next meeting monthly meeting.

LERMS: Indexing of juvenile and victim information in the CJIS Hub was discussed. Thee Attorney General's Opinion on indexing Juvenile and Victim information was presented. It was suggested the possibility to consider mental health records as sensitive record also. With the discussions, it was brought out that there is a need for a demonstration of the CJIS Hub and the LERMS integration project for the members to view what is occurring. There is some confusion of what indexing and searching relates to. In order to move the current project, the decision was made not to index juveniles in the CJIS Hub Portal and highlight users of victims. Juveniles will be allowed to be searched in the web services link. The search capabilities can be done in another project if appropriate and the removal of juveniles in the web services link can be removed if necessary. The demo should give individuals further clarity on this.

CJIS Records Retention: It was determined the contributing agency is responsible for determining records retention as they own and house the data. The CJIS Hub Portal is built on the premise when a contributing agency deletes a record from their system a delete is triggered in the CJIS Hub to delete the index. The committee suggested to check on rules for criminal justice records retention management with NDACO. With the rules CJIS should provide guidelines at a minimum for the contributing agencies.

Action Items:

- CJIS billing of Justware users will begin May 1, 2007
- Pam will get information on record retention rules for criminal justice data.
- Arrange for a demo of CJIS Hub Portal with LERMS Project on May 10th for CJIS Executive Committee

Topic: Disaster Recovery of CJIS Systems

Discussion:

Larry Lee is working on developing costs for disaster recovery for CJIS. He is basing this off the term "Vital". It was determined at the January Monthly CJIS Executive Committee Meeting that CJIS was deemed Vital.

Vital

This designation applies to services that must be provided *within 72 hours* or will *likely* result in loss of life, infrastructure destruction, loss of confidence in the government, or significant loss of revenue or disproportionate recovery costs.

Topic: Legislation Session

Discussion

It was discussed that a memo of understanding was being developed for CJIS.

Topic: Review CJIS Hub Users.

Discussion:

Approved individuals for CJIS Hub

Meeting was adjourned at 2:55 p.m.